

WEST HEMPFIELD TOWNSHIP SUPERVISORS' MEETING
Minutes of May 7, 2013

The regularly scheduled meeting of the Board of Supervisors was held at the Township Municipal Office, 3401 Marietta Avenue, Lancaster, Pennsylvania on Tuesday, May 7, 2013. Chairman David Dumeyer and Board members Frank Burkhart, Edward Fisher, Kent Gardner and Naomi Martin were present. Also in attendance were: Ron Youtz, Township Manager; Mark Pugliese I, Chief of Police, Dale Getz, Public Works Director and Brenda Shuey, Recording Secretary.

I. CALL TO ORDER:

Chairman David Dumeyer called the meeting to order at 7:30 p.m. and led with the Pledge of Allegiance. Mr. Dumeyer announced that at the conclusion of their regular meeting the Board will adjourn and immediately go into Executive Session to discuss a legal issue.

II. APPROVAL OF MINUTES:

Motion: Edward Fisher moved, seconded by, Kent Gardner, to approve the Board's April 2, 2013 regular board meeting minutes as presented. Motion carried, 5-0.

III. COMMUNICATIONS:

A. BOARD OF SUPERVISORS

- i. Edward Fisher announced that he felt that things have been going well.
- ii. Frank Burkhart stated that he had traveled from Rt. 23 to Prospect Road. He informed the Board that the storm water inlets have been installed and they have been set low enough to take the water but if you drive to close to them you will be aware they are there.

B. TOWNSHIP MANAGER

- i. Requested to add one item to the agenda: National Fish and Wildlife Foundation – 2013 Small Watershed Grant.
- ii. PSATS Convention was attended by staff and was informative.

C. RESIDENTS

- i. Chuck Elslager- 721 High Ridge Road – questioned how the sunshine law worked. Mr. Dumeyer explained that during a public hearing person's name are requested and their views and comments are addressed as part of the public hearing and become a part of the record, if it is a another type of issue they are addressed during the Resident portion of the meeting.
- ii. Fire Chief Barry Carter presented the Board members with a copy of their March and April 2013 reports showing the activities that where addressed by his department. He stated that during March the average response was three members per call and for April the average response was five members per call.

- iii. Chief Carter informed the Board that he is currently working with the Lancaster County Fire Chiefs Organization to address the National and State regulation which prohibits bearded firefighters from training because their beards will not allow the protective air masks to seal tightly against the skin. Without training they cannot earn state certifications. He stated that there are several religious groups such as the Amish and the River Brethren that grow beards per their religious beliefs. He stated that these groups are very important to our local volunteer fire companies throughout Lancaster County. He will keep the Board informed of this item.

Kent Gardner stated that Senator Smucker attended the last LIMC Meeting at which time this item was discussed. He stated that the LIMC has given their support to assist the local fire companies by dealing with this issue.

IV. SUBDIVISION, LAND DEVELOPMENTS, AND PLANNING MODULES:

A. NEWCOMER/HILL – 4035 GARFIELD ROAD – FINAL SUBDIVISION PLAN

William Cromleigh of Diehm & Sons informed the Board that Mrs. Newcomer owns approximately 64 acres in both Rapho and West Hempfield Townships. He stated the Chickies Creek is the Municipal boundary line for both Townships. He stated that the Board approved the Conditional Use Application on April 2, 2012 to permit the creation of two lots greater than 2 acres each. Mr. Cromleigh informed the Board there are 5 waivers being requested.

William Cromleigh described what each lot would consist of:

Lot #1 – 19.13 acres, majority of lot is zoned Agricultural - it has been approved to allow for the future building a single family home. Lot will be served by on-lot sewer and water. Lot will utilize an existing access drive.

Lot #2 – Enlarging Mr. and Mrs. Hills property to 16.32 acres with proposed add-on. Land on Lot #2 is mostly flood lands. No new construction is proposed.

Lot#3 – 2.19 acres located in Rapho Township

Lot#4 – 27.23 acres zoned Agricultural and houses an existing dwelling.

WAIVER REQUESTS:

Motion: Edward Fisher moved, seconded by Kent Gardner, to approve the waiver of Section 404.A.1 – Plan Scale based on the justifications and the alternative provided. Motion carried, 5-0.

Motion: Edward Fisher moved, seconded by Kent Gardner, to defer the waiver of Section 405.D.14.b – Grading Plan until such time as construction of a driveway/dwelling on Lot #1. Motion carried, 5-0.

Motion: Edward Fisher moved, seconded by Kent Gardner, to approve the deferral of Sections 405D.17 and 122.7 (SWMO) – Storm Water Management Ordinance based on the justifications provided. Motion carried, 5-0.

Motion: Edward Fisher moved, seconded by Kent Gardner, to approve the waiver of Sections 602.K.6, 602.M and 602.N – Improvements to Existing Streets, Curbing, and Sidewalks with the condition the applicant defers improvements until such time the Township, at its sole discretion, determines that the improvements are necessary in that area and that a note to this effect be placed on the plan. Motion carried, 5-0.

Motion: Edward Fisher moved, seconded by Kent Gardner, to approve the waiver of Section 609.E – Street Trees based on the justifications provided. Motion carried, 5-0.

Plan Approval:

Motion: Edward Fisher moved, seconded by Kent Gardner, to approve the Newcomer/Hill Final Subdivision Plan pending all deferrals and/or conditions have been met to the satisfaction of Township Engineer and Staff. Motion carried, 5-0.

Ron Youtz informed the Board that he had received the Planning Module application for this project and is requesting the Board to take action on the Newcomer/Hill Planning Module.

Motion: Edward Fisher moved, seconded by Kent Gardner, to approve Resolution 4-13 for the Newcomer/Hill Sewage Planning Module. Motion carried, 5-0.

B. HAHN FORNEY SUBDIVISION – 4045 MARIETTA AVE – FINAL SUBDIVISION PLAN

David Christian of David Christian and Associates, Inc., stated he is representing the Hahn Farming Enterprises final subdivision plan. He also stated that Barbara Forney, Cliff and Jay Hahn are also present.

Mr. Christian informed the Board that the existing farm consists of 77.3 acres situated on the northeast corner at the intersection of Marietta Avenue and Prospect Road. He stated that they propose a 3 lot subdivision which each will consist of 1 acre each. PennDot has requested that only two driveway access be proposed onto Marietta Avenue so a common driveway is proposed for Lots 2 and 3.

Mr. Christian informed the Board that the farm is enrolled in Clean and Green, as such, no more than 2 acres may be deeded off the farm in a single year. Once the owner/developer has secured subdivision plan approval, they will deed two of the three one-acre lots to two family members with the third one-acre lot being deeded to the third family member in the second year. He stated this will comply with the Clean and Green restrictions.

Mr. Christian also stated that the 3 one acre lots will be provided by public water and sewer. He also stated that when the first lot is built upon, all storm water management improvements will need to be constructed and fully functional.

Frank Burkhart questioned if disturbing ground on 2 of the one acres lot would it not require an NPDES permit? Mr. Christian stated that yes a NPDES permit will be required.

Edward Fisher stated he is not comfortable with the ultimate right-of-way, he felt that this item could confuse issues in the future. He suggested that if needed in the future it could be addressed but suggested that the ultimate right-of-way line be removed from the plan at this time.

Edward Fisher suggested on Lot #2 the easement/pipe that is shown behind the tentative location of a house that the owners are made aware that the use of the back yard will be limited. Mr. Christian stated that what is presented is an idea not the actual location of the home and the owners are aware of this easement/pipe that is located on this lot.

Edward Fisher commented that he knows that there are regulations but what a better area to drain the surface water than onto the adjoining farm since it is in the Clean and Green and limited to the number of lots that can be subdivided.

Waiver Requests:

Motion: Edward Fisher moved, seconded by Kent Gardner, to approve the waiver of Section 404.A.1 – Plan Scale based on the justifications provided. Motion carried, 5-0.

Motion: Edward Fisher moved, seconded by Kent Gardner, to approve the waiver of Section 404.B.9 and 607.E – Existing Lot Line Markers based on the justifications provided. Motion carried, 5-0.

Motion: Edward Fisher moved, seconded by Kent Gardner, to approve the waiver of Section 602.K.5 and 602.K.6 – Dedication of Additional Right of Way and Improvement of Existing Streets based on the justifications provided and also with the condition that the ultimate right of way line is removed Motion carried, 5-0.

Motion: Edward Fisher moved, seconded by Kent Gardner, to approve the waiver of Section 122-21.A – (SWMO) Compute Storm Runoff Using SCS TR55 Method based on the justifications provided. Motion carried, 5-0.

Motion: Edward Fisher moved, seconded by Kent Gardner, to approve the waiver of Section 122-22B (SWMO) Drainage Structures per PennDot Standards based on the justifications provided. Motion carried, 5-0.

PLAN APPROVAL:

Motion: Edward Fisher moved, seconded by Kent Gardner, to approve the Hahn/Forney Preliminary/Final Subdivision Plan pending all conditions have been met to the satisfaction of Township Engineer and Staff. Motion carried, 5-0.

C. CONCORDIA ESTATES – REQUEST FOR RELEASE OF LETTER OF CREDIT

Jodi Grove, Zoning Officer, informed the Board that correspondence was received from our Engineer stating that he recommends approval of a \$29,117.00 reduction of Concordia Estates Letter of Credit. This would leave a letter of credit balance of \$3,000.00

Motion: Frank Burkhardt moved, seconded by Kent Gardner, based on our Engineers recommendation to approve the \$29,117.00 reduction of Concordia Estates Letter of Credit which leaves a balance of \$3,000.00. Motion carried, 5-0.

D. FERN HILL PARTNERS – 601 S. 16TH STREET – REQUEST RELEASE OF LETTER OF CREDIT

Jodi Grove, Zoning Officer, informed the Board that correspondence was received from our Engineer stating that he recommends approval to reduce Fern Hill Partners Letter of Credit by \$60,580.00 which leaves a balance of \$6,731.00.

Motion: Frank Burkhardt moved, seconded by Kent Gardner, based on our Engineers recommendation to approve the \$60,580.00 reduction of Fern Hill Partners Letter of Credit which leaves a balance of \$6,731.00. Motion carried, 5-0.

E. THOMAS. F., JR. & RACHEL J. MINNICH – 384 INDIAN HEAD ROAD – STORM WATER MANAGEMENT AGREEMENT.

Ron Youtz, Township Manager informed the Board that the Minnichs' have purchased property located at 384 Indian Head Road. They have decided to relocate the placement of their new home as originally shown on the subdivision plan. The new location for the new home encroaches on the storm water easement. Mr. Youtz stated that because of the home being relocated the storm water management agreement needed to be amended. He further stated that an agreement has been prepared by the Township Solicitor and he is requesting authorization to have the Chairman sign the agreement.

Motion: Kent Gardner moved, seconded by Edward Fisher, to authorize the Chairman of the Board of Supervisors to sign the Storm Water Management Agreement for Thomas and Rachel Minnich. Motion carried, 5-0.

V. OLD BUSINESS – None

VI. NEW BUSINESS

PUBLIC HEARINGS TO CONSIDER REZONING PETITIONS.

- A. RICHARD B. & MILDRED J. DRAGER – 760 HIGH RIDGE ROAD – REZONING PETITION.
- B. DOUGLAS B. & CAROLYN R. KOLLER, JEFFREY KOLLER & ELAINE BELL BRETT – 4304 -4324 MARIETTA AVENUE – REZONING PETITION.

Chairman David Dumeyer read the Outline for Conducting a Public Hearing which included the Nature of Hearing; Procedures to be followed and Voting on the Proposed Zoning Ordinance Amendment.

Motion: Frank Burkhart moved, seconded by Kent Gardner, to adopt the procedures as outlined for Conducting the Public Hearing. Motion carried, 5-0.

Chairman David Dumeyer called Jodi Grove, Zoning Officer to present the Exhibits on behalf of the Township. Ms. Grove asked that the following items be included in the record and marked as:

Township Exhibit 1 – Proof of Publication for the Advertised Notice of the public hearings and the consideration of the proposed zoning ordinance amendment in the April 18, 2013 and April 25, 2013 editions of the Intelligencer Journal/Lancaster News Era is attached.

Township Exhibit 2 – Properties were posted with notice of the Public Hearing on April 30, 2013. A memorandum from the Zoning Officer relating to the date and time of such postings is attached.

Township Exhibit 3 – A copy of the advertised Notice of the public hearing was posted at the Township office 3401 Marietta Avenue, Lancaster, PA on April 26, 2013. A memorandum from the Zoning Officer relating to the date and time of such postings is attached.

Township Exhibit 4 – Lancaster County Planning Commission reviewed the proposed Zoning Ordinance amendments. A copy of the review letter of the County Planning Commission dated June 12, 2013 is attached.

Township Exhibit 5 – West Hempfield Township Planning Commission reviewed the proposed Zoning amendments at its meeting on April 18, 2013. A draft copy of the minutes of the meeting is attached.

Township Exhibit 6 - The Land Use Advisory Board of the Lancaster Inter-Municipal Committee reviewed the Proposed Zoning Ordinance amendments at their meeting held

on Thursday, July 12, 2012. A letter date July 19, 2012 outlining the recommendation from the Land Use Advisory Board is attached.

Ron Youtz, Township Manager also announced that the landowners were provided with written notice dated April 4, 2013 advising of the date and times of their public hearings.

Stacey Morgan of Hartman, Underhill and Brubaker, LLP, stated that she is representing both parties and requested that the applications be combined as one since testimony will be the same for both applicants. The Board agreed to combine both applications.

Stacey Morgan asked that the following items on behalf of her clients Richard B. & Mildred J. Drager and Douglas B. & Carolyn R. Koller, Jeffrey Koller & Elaine Bell Brett be included in the record and marked as:

Petitioners Exhibit 1- Set of 4 Maps

Petitioners Exhibit 2 – Recorded Declaration from Richard B. & Mildred J. Drager

Petitioners Exhibit 3 – Recorded Declaration from Douglas B. Carolyn R. and Jeffrey B. Koller

Stacey Morgan stated the re-zoning petitions were filed in 2011. She stated that both parties looked into the possibility of re-zoning both properties from R-Rural Agriculture to R-2 Residential. She stated that the applicants met with West Hempfield Township Planning Commission on August 18, 2011 and on October 4, 2011 they met with the Board of Supervisors to discuss their ideas.

Stacey Morgan stated:

1. Declaration is recorded at the County Recorder's office for Richard B and Mildred J. Drager.
2. Declaration is recorded at the County Recorder's Office for Douglas B. and Carolyn R. Koller and Jeffrey B. Koller. The said Elaine Bell Brett died on November 11, 2012 at which time the titles to the properties is documented and of law to Jeffrey B Koller and Douglas B. Koller.
3. The declarations state that if the property is not re-zoned by August 20, 2013 the restrictions will terminate. If approved the restrictions will stay with the properties for 21 years or until the property is developed in accordance with the restrictions.
4. The declarations impose restrictions on property if rezoned by stipulating that open space be adhered to by Township Ordinances, and the existing forest land be preserved. The Township can enforce these restrictions.
5. Currently there are no plans to develop these parcels. The rezoning is for the families to protect their investments in these properties.

Stacey Morgan referred to Petitioner Exhibit 1 - map #1 which is the map that was produced from the Lancaster County GIS service maps. She stated that Richard and Mildred Drager are the legal owners of approximately 37.4 acres located in the southwest corner of Marietta Pike and High Ridge Road. Stacey Morgan stated that Douglas and Carolyn Koller and Jeffrey Koller are the legal owners of four adjacent tracts of land totaling approximately 18.8 acres along the south side of Marietta Pike.

Stacey Morgan stated that Petitioner Exhibit 1- map #2 is an excerpt from the Township Zoning Ordinance which shows the area existing zoning. She stated that the re-zoning would be a natural extension for development with the properties across from Marietta Avenue. She stated that Petitioner Exhibit 1 – map’s #3 and #4 are excerpts from Growing Together. The properties are located in an area where public sewer and water can be provided.

Stacey Morgan stated that the properties being considered for rezoning adjoin the urban growth boundary line. The County’s position was that the Township should strictly limit expansion outside of the urban growth boundary line.

Board Comments and/or questions:

Edward Fisher has a concern with the relocation of the urban growth boundary line because the relocation of that boundary also creates more infrastructure issues for the Township such as providing sewer and water. He also questioned how the Township can enforce the declarations? Stacey Morgan stated that the Township would be Third party beneficiaries, if the plans were not prepared in accordance with the Declarations, the Township could then disapprove.

Frank Burkhart asked if anyone contacted LASA to see if there was available sewer capacity to hook up the proposed new development. Stacey Morgan stated that at this point no contact was made with LASA.

Kent Gardner stated he had not fully read and reviewed the materials and that he would like additional time before he makes a decision.

Edward Fisher asked for clarification that currently the applicants have no plans develop this area. Stacey Morgan stated that is correct; at this time the applicants have no plans to develop this area.

David Dumeyer asked Stacey Morgan to clarify that both petitions were combined together for this hearing. Stacey Morgan stated yes the two petitions were combined for this hearing.

Public Comments and/or questions:

Charles Elslager of 721 High Ridge Road – with respect to the urban boundary line, it is a line that could be moved but if every municipality moves that line and keeps moving that line then when does growth stop. He believes the public sewer and water lines are below the proposed area to be re-zoned and that lines would have to be run to this area. If the portion that contains the forestry land is currently zoned Agricultural it should remain preserved before zoning change would happen. He stated that High Ridge Road cannot take any additional traffic.

Kathy Cheney of 4197 Jasmine Place – stated she has lived at this location for 22 years. Has a concern with the traffic at the corner because cars have been in her yard already. Has a concern with water run-off when the new roads and homes are constructed.

Jill Segro of 4188 Magnolia Drive – agrees with the comments the other two residents have spoken. She has a concern with a housing development being placed in the area of the Columbia Fish and Wildlife; she could see the new home owners complaining because of the noise coming from that facility. Has a concern with extra traffic, drainage issues that would happen when the development is built out. Why can't it stay Agricultural if the owners are not in any hurry to develop the land? Stacey Morgan stated that the properties have been in the families for a long time and they do want to keep the open space concept for example if there are 55 acres 35 percent would be open space.

Edward Fisher stated that Ridge Valley is the highest density development in the Township.

Randy Shelly of 715 High Ridge Road – Concern with the current traffic issues and with the construction of new homes it would impact that area even more. He does not want it to happen.

Sharon Shelly of 715 High Ridge Road – Concern with development not preserving farm land. Concern with the extra traffic the development would cause. Why not keep it Agriculture? Stacey Morgan stated that the price per acre is higher for Residential then for Agricultural. Are the homes planned going to be single family or multi-family housing? Chairman David Dumeyer stated that at this time there are no proposed plan that would show exactly what is being planned on those parcels being considered for re-zoning.

Stephen Watson of 739 High Ridge Road – Currently there are approximately 12 homes along High Ridge Road and 10 of them have hidden driveways. There are a lot of issues that need to be addressed before changing the zoning. Traffic would be impacted greatly. High volume housing is losing the appeal of what Lancaster County is about, Agricultural. Is the farm in the Clean and Green program? Stacey Morgan answered yes the farm is in the Clean and Green Program.

Stacey Morgan stated that the families are very committed and they are trying to develop by establishing restrictions on the 57 acre tract and the land is located next to the urban growth boundary line.

Motion: Frank Burkhart moved, seconded by Edward Fisher, to close the public hearing and close the record at 9:15 p.m. Motion carries, 5-0.

Motion: Kent Gardner moved, seconded by Edward Fisher, to postpone the decision until the Board of Supervisors June 4, 2013 meeting. Motion carries, 5-0.

C. BID AWARD – BITUMINOUS MATERIALS

Ron Youtz informed the Board that he had re-bid the Bituminous Materials which is the asphalt our crew uses in making road repairs. He also stated that he and Dale Getz, Public Works Director opened the bids on Monday April 29, 2013. He and Mr. Getz are recommending the bid be award to Highway Materials Inc.

Motion: Frank Burkhart moved, seconded by Kent Gardner, to approve the Bituminous Material bid for 9.5mm & 25mm (FOB Plant) to Highway Materials Inc., Lititz, Pa., for the bid price of the 9.5mm - \$55.00 per ton and 25mm - \$43.50 per ton. . Motion carried, 5-0.

D. REQUEST FROM MOUNTVILLE BOROUGH FOR USE OF SPECIAL FIRE POLICE.

Police Chief Pugliese informed the Board that he had received a request from Mountville Borough requesting our Fire Police to assist with traffic control at the Mountville Days Carnival which is scheduled for May 15 through May 18, 2013. This event will be held at the Froelich Park, West Main Street, Mountville.

Motion: Edward Fisher moved, seconded by Kent Gardner, to approve the Mountville Borough's request to utilize the West Hempfield Fire Police to assist with traffic control during their Mountville Days Carnival which is scheduled for May 15th through May 18, 2013. Motion carried, 5-0.

E. BUILDING INDUSTRY ASSOCIATION – REQUEST SIGNAGE FOR PARADE OF HOMES.

Jodi Grove, Zoning Officer informed the Board that a letter was received from the Building Industry Association requesting placement of directional signs and Parade of Homes directional signs at: 384 Indian Head Road, Columbia and 597 Eagles View, Lancaster. These signs will be installed on June 6, 2013 and removed June 27, 2013.

Motion: Naomi Martin moved, seconded by Frank Burkhart, to grant the Building Industry Association to place directional signs and Parade of Homes directional signs as requested. Motion carried, 5-0.

F. GAIN GLOBAL AID NETWORK – REQUEST USE OF TOWNSHIP ROADS FOR 5K RACE.

Ron Youtz informed the Board that he had received a request from GAIN's Distribution Center located at 1506 Quarry Road, Mt. Joy, to run a 5K race in our Township. This event raises funds to allow the center to send seed packages to families around the world so they can become more self-sustaining. He further stated that they are requesting EMS and Fire Police to be present. Mr. Youtz stated that the race is scheduled for Saturday, September 21, 2013 beginning at 8:30 a.m.

Motion: Edward Fisher moved, seconded by Frank Burkhart, to approve the request of GAIN's Distribution Center to allow them to utilize the Township roads for their 5K race scheduled for Saturday, September 21, 2013 and to grant the West Hempfield Fire Police to assist with this fund raiser. Motion carried, 5-0.

G. NATIONAL FISH AND WILDLIFE FOUNDATION – 2013 SMALL WATERSHED GRANT.

Ron Youtz informed the Board that Kent Gardner is Chairman of the Lancaster County Clean Water Consortium and the organization is looking for authorization for West Hempfield Township to participate in a multi-municipal grant application to assist Townships with costs that are involved by enforcing the MS4 regulations.

Kent Gardner informed the Board that 6 municipalities in the first round of funding will receive computer programs to assist with monitoring of their storm water facilities. He felt that if other municipalities would join, that they could possibility receive the program.

Frank Burkhart remarked that he is not opposed to this type of funding but when the Fish and Wildlife Foundation are responsible for the Speed Ford Damn and the wildlife and that they cannot afford to stop the stilt that is going down to the damn and killing the wild life. He felt that it's a little upsetting when you have to apply for a grant to get the money.

Motion: Kent Gardner moved, seconded by Frank Burkhart, to allow West Hempfield Township to apply for the 2013 Small Watershed grant. Motion carried, 5-0

VII. ORDINANCES AND/OR RESOLUTIONS

A. RESOLUTION 3-13, AUTHORIZATION FOR THE DESIGNATED OFFICIALS TO FINALIZE THE NECESSARY DOCUMENTS TO COMPLETE RIGHT-OF-WAY

ACQUISITIONS FOR STONY BATTERY ROAD PROJECT.

Ron Youtz, Township Manager informed the Board that this resolution will designate an official of the Township to finalize the documents necessary to complete the right-of-way acquisitions for Stony Battery Road.

Motion: Edward Fisher moved, seconded by Frank Burkhart, to adopt Resolution 3-13 authorizing the Township Manager to finalize the necessary documents. Motion carried, 5-0.

VIII. APPROVAL OF PAYABLES

Motion: Kent Gardner moved, seconded by Frank Burkhart, to approve payment of all bills between April 1 through April 30, 2013 and any residuals. Motion carried, 5-0.

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| Payroll/Taxes..... | \$168,579.93 | Electronic Payment |
| General Fund..... | \$180,982.08 | Checks 23561 - 23676 |
| Street Light..... | \$ 0.00 | Checks |
| State Fund..... | \$ 7,233.62 | Checks 2807 - 2811 |
| Sewer Fund..... | \$ 13,775.26 | Checks 3668 - 3670 |
| Refuse Fund..... | \$ 59,955.86 | Checks 2069 - 2074 |

IX. ADJOURNMENT.

Motion: Frank Burkhart moved, seconded by Kent Gardner, to adjourn the regular meeting at 9:35 p.m., and to go into Executive Session to discuss a legal matter. Motion carried, 5-0.

Respectfully submitted,

Ron L. Youtz, Secretary